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OFFICE OF TRAINING

OPERATIONS SCHOOL

Headquarters Training

RECORDS OFFICERS COURSE NO. 32 (ROC)

21 - 25 June 1965

Room 1A13 Headquarters

STUDENT OBJECTIVES

1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in its CS mission.
2. To gain an appreciation of records and proper records management in the successful performance of the Agency's CS mission.
3. To understand the inter-relationship between the CS mission and records and to sharpen judgement in the handling and disposition of records.

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25X1A

Chief Instructor
Ext. 2141

Group I
Excluded from automatic
downgrading and
declassification

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Monday, 21 June 1965

0830 - 0900 Registration and Administration

0900 - 0930 CS Mission and Records

0940 - 1040 The Records Officer and His
Responsibilities

1050 - 1200 Records Terminology

Tuesday, 22 June 1965

0830 - 0900 Reading

0900 - 1000 Interagency Source Register (ISR)

1010 - 1100 Review, Analysis and Classification

1110 - 1220 The 201 System

1230 - 1300 Sensitive Documents

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Wednesday, 23 June 1965*


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0830 - 0900 Reading
0900 - 1050 Summary - RID Responsibilities in
the CS Records System
1100 - 1300 Destruction Procedures and RO
Responsibilities

Thursday, 24 June 1965

0830 - 0900 Reading - Submit Questions for
Friday Question and Answer Period
0900 - 1150 Handling of Records at the Headquarter
Desk, Including Destruction
1200 - 1300 Introduction to Practical Exercise

Friday, 25 June 1965

0830 - 1030 Practical Exercise - Destruction
1040 - 1100  System Developments
1110 - 1230 Question and Answer Period - Panel
1230 - 1300 Final Administration

*Students who have not taken the RID Tour are required
to do so on Wednesday, 23 June 1965. The tour will
be conducted from 1400 - 1600 and will start from
the classroom promptly at 1400.

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